



## **Planning & Zoning Department Application Packet**

**To submit a complete application packet to The Town of Fountain Hills, the following items must be provided:**

- 1. A fully executed application indicating the appropriate type of permit being requested.**
- 2. All fees, including those required for any public notification labels, as necessary.**
- 3. All additional required items as indicated on the application attached.**
- 4. Chaparral City Water Company is a separate entity and must be contacted by the applicant. See attached application and contact information.**



**DO Not write in this space –official use only**

Filing Date \_\_\_\_\_

Accepted By \_\_\_\_\_

Fee Accepted \_\_\_\_\_

Case Manager \_\_\_\_\_

## The Town of Fountain Hills

### PLANNING & ZONING DEPARTMENT - APPLICATION

- |  |  |
|--|--|
| _____ Abandonment (Plat or Condominium)                    | _____ Appeal of Administrator's Interpretation         |
| _____ Area Specific Plan & Amendments                      | _____ Concept Plan                                     |
| _____ Condominium Plat                                     | _____ Cut/Fill Waiver                                  |
| _____ Development Agreement                                | _____ HPE Change or Abandonment                        |
| _____ General Plan Amendment                               | _____ Ordinance (Text Amendment)                       |
| _____ Planned Unit Development                             | _____ Preliminary / Final Plat                         |
| _____ Replat (Lot joins, lot splits, lot line adjustments) | _____ Special Use Permit & Amendments                  |
| _____ Rezoning (Map)                                       | _____ Temporary Use Permit (Median Fee, if applicable) |
| _____ Site Plan Review (vehicles sales)                    | _____ Other  |
| _____ Variance   |  |

#### PROJECT NAME / NATURE OF PROJECT:

**LEGAL DESCRIPTION:** Plat Name \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**PARCEL SIZE (Acres)** \_\_\_\_\_ **ASSESSOR PARCEL NUMBER** \_\_\_\_\_

**NUMBER OF UNITS PROPOSED** \_\_\_\_\_ **TRACTS** \_\_\_\_\_

**EXISTING ZONING** \_\_\_\_\_ **PROPOSED ZONING** \_\_\_\_\_

#### Applicant

\_\_\_\_\_ Mrs. \_\_\_\_\_ Day Phone \_\_\_\_\_

\_\_\_\_\_ Mr. \_\_\_\_\_

\_\_\_\_\_ Ms. Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

#### Owner

\_\_\_\_\_ Mrs. \_\_\_\_\_ Day Phone \_\_\_\_\_

\_\_\_\_\_ Mr. \_\_\_\_\_

\_\_\_\_\_ Ms. Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*If application is being submitted by someone other than the owner of the property under consideration, the section below must be completed.*

**SIGNATURE OF OWNER** \_\_\_\_\_ **DATE** \_\_\_\_\_

I HEREBY AUTHORIZE \_\_\_\_\_ TO FILE THIS APPLICATION.

Please Print

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires \_\_\_\_\_

Notary Public

# Town of Fountain Hills – Fee Schedule

All Application Fees Are Non-Refundable Unless Specified

| - Permit -  | - Fee -   |
|---|---|
| Appeal of a Decision by the Zoning Administrator      | \$2,000 plus notification*  |
| Area Specific Plans and Amendments                    | \$3,000 plus \$100 per acre^  |
| Comprehensive Sign Plans & Amendments                 | \$200   |
| Concept Plans   | \$500 plus \$200 for every 5,000 square feet or portion thereof. ^ (Time Extension fee \$100)   |
| Condominium Plats                                     | \$1,500 plus \$50 per unit^   |
| Continuance at Applicant Request                      | \$250   |
| Cut and Fill Waiver                                   | \$300   |
| Development Agreements                                | \$2,500 plus \$100 per acre   |
| Easement or Right-of-Way Abandonment                  | \$330 plus notification*  |
| Final Plats   | \$1,500 plus \$50.00 per lot, unit or tract^  |
| General Plan Amendments (Minor)                       | \$3,000 plus \$100 per acre^  |
| General Plan Amendments (Major)                       | \$5,000 plus \$100 per acre^  |
| Grand Opening Sign Permits                            | \$25  |
| Landscape Plan Review                                 | \$420.00 Plus \$2,500.00 Refundable Deposit ^**   |
| Ordinances (Text Amendments)                          | \$2,000 plus notification*  |
| Planned Unit Developments                             | \$2,000 plus \$100 per acre plus notification *^  |
| Plat Abandonments                                     | \$500^  |
| Preliminary Plats                                     | \$2,000 plus \$50.00 per lot, unit or tract^<br>(Time Extension fee \$100)  |
| Replats (lot joins, lot splits, lot line adjustments) | \$500 up to three lots, thereafter Final Plat fees^   |
| Rezones (Map)   | \$2,000 plus \$100 per acre plus notification *^  |
| Saguaro Cactus Permit                                 | \$90.00   |
| Sign Permits (excludes bldg. permit)                  | <32 sq. ft.: \$50 per sign<br>>32 sq. ft.: \$100 per sign   |
| Site Plan Review (vehicle sales only)                 | \$500.00 plus \$100 per acre^   |
| Special Use Permits & Amendments                      | \$1,000 plus notification*^   |
| Subdivision Recording                                 | \$24 for first page for plat filed for record plus \$20 per page for each page after the first, and \$9 for each instrument plus \$1.00 for each additional page over 5 pages.  |
| Temporary Trailer Parking                             | \$25  |
| Temporary Use Permits<br>(Median Fee, if applicable)  | \$200 plus notification* (Time Extension fee \$100)<br>(Median Fee schedule page #2)  |
| Variances   | \$2,000 plus \$300 for each additional variance plus notification*^   |
| Zoning Verification Letter                            | \$200   |
| Residential Development Fee                           | \$5,114 (single family DU)<br>\$4,588 (multi family DU)   |
| Non-Residential Development Fee                       | Commercial \$3,000<br>Office \$2,200<br>Hotel \$1,500<br>Industrial \$1,850   |
| Final Plat Improvement Plan Checking                  | \$350 per sheet (includes 2 <sup>nd</sup> & 3 <sup>rd</sup> reviews), except water and sewer plans.<br>\$175 per sheet (includes 2 <sup>nd</sup> & 3 <sup>rd</sup> reviews), water and sewer plans only.<br>\$200 per sheet with corrections (4 or more reviews)<br>\$75.00 per sheet for addendums (changes made after approval) |

The subdivision Recording Fees are per the Maricopa County Recorder's Fee Schedule and are therefore, subject to change.

\*Plus a notification charge of \$5.00 per mailing label and \$25 per newspaper posting as appropriate.

\*\* Deposit refundable upon Landscaping approval by Town.^ All fees include up to 3 reviews by Staff. Any additional reviews will be subject to an additional fee equal to 25% of the original fee charged.

## AVENUE OF THE FOUNTAINS MEDIAN FEE SCHEDULE

ALL APPLICATION FEES ARE NON-REFUNDABLE

| <u>MEDIAN LOCATION</u> | <u>RENTAL TIME FRAME</u> | <u>RENTAL FEE</u> |
|------------------------|--------------------------|-------------------|
|------------------------|--------------------------|-------------------|

Non-Resident Rental Rates

|             |                |           |
|-------------|----------------|-----------|
| East Median | Up to 6 Hours: | \$ 40.00  |
|             | 6-12 Hours:    | \$ 70.00  |
|             | 13-24 Hours:   | \$ 100.00 |
| West Median | Up to 6 Hours: | \$ 60.00  |
|             | 6-12 Hours:    | \$ 100.00 |
|             | 13-24 Hour:    | \$ 150.00 |

Resident Rental Rates

|             |                | (Individuals) | (Businesses) |
|-------------|----------------|---------------|--------------|
| East Median | Up to 6 Hours: | \$ 20.00      | \$ 0.00      |
|             | 6-12 Hours:    | \$ 35.00      | \$ 0.00      |
|             | 13-24 Hours:   | \$ 50.00      | \$ 0.00      |
| West Median | Up to 6 Hours: | \$ 30.00      | \$ 0.00      |
|             | 6-12 Hours:    | \$ 50.00      | \$ 0.00      |
|             | 13-24 Hour:    | \$ 75.00      | \$ 0.00      |

All residents of the Town are eligible to receive 50% off of the rental fees.

(A resident is considered any person who has a residence in Fountain Hills and/or is a Town licensed business located within the limits of Fountain Hills. To qualify for the resident user rate, the user must meet the above criterion, and the event sponsor must be a charitable non-profit organization as described in section 8-3-2(B) of the Fountain Hills Town Code.)

# Town of Fountain Hills – Submittal Checklist

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| <u>Submittal Requirement</u>          | <u>Applicant Provided</u> | <u>Town Verification</u> |
|---------------------------------------|---------------------------|--------------------------|
| Application                           | <input type="checkbox"/>  | <input type="checkbox"/> |
| Project Data Sheet                    | <input type="checkbox"/>  | <input type="checkbox"/> |
| Architectural Renderings              |                           |                          |
| Landscaping Plan                      | <input type="checkbox"/>  | <input type="checkbox"/> |
| Circulation Plan                      | <input type="checkbox"/>  | <input type="checkbox"/> |
| Drainage Report                       | <input type="checkbox"/>  | <input type="checkbox"/> |
| HPE Grant of Easement                 | <input type="checkbox"/>  | <input type="checkbox"/> |
| Infrastructure Impact Report          | <input type="checkbox"/>  | <input type="checkbox"/> |
| Land Use Plan                         | <input type="checkbox"/>  | <input type="checkbox"/> |
| Letter to Zoning Administrator        | <input type="checkbox"/>  | <input type="checkbox"/> |
| Location Map                          | <input type="checkbox"/>  | <input type="checkbox"/> |
| Narrative Report                      | <input type="checkbox"/>  | <input type="checkbox"/> |
| Notification Requirement              | <input type="checkbox"/>  | <input type="checkbox"/> |
| Parks, Recreation, and Open Space     | <input type="checkbox"/>  | <input type="checkbox"/> |
| Photostatic Reduction                 | <input type="checkbox"/>  | <input type="checkbox"/> |
| Site Plan, Tentative Development Plan | <input type="checkbox"/>  | <input type="checkbox"/> |
| Title Report                          | <input type="checkbox"/>  | <input type="checkbox"/> |

\*Refer to "Submittal Summary matrix to determine what information is required for each type of application. (page 6 of 6 of this packet).

# TOWN OF FOUNTAIN HILLS

## SUBMITTAL SUMMARY

| TYPE OF APPLICATION                                | Application | Circulation Plan | Drainage Report | HPE Grant of Easement | Infrastructure Impact Report | Land Use Plan | Letter to Zoning Administrator | Location Map | Narrative Report | Notification Requirement | Parks, Recreation and Open Space Plan | Photostatic reduction (8.5" x 11") | Site Plan / Tentative Development Plan (24" x 36") | Title Report | Project Data Sheet | Architectural Renderings | Landscape Plan |
|--|-------------|------------------|-----------------|-----------------------|------------------------------|---------------|--------------------------------|--------------|------------------|--------------------------|---------------------------------------|------------------------------------|--|--------------|--------------------|--------------------------|----------------|
| Abandonment of Plat or Condominium                 | 1           | -                | -               | -                     | -                            | -             | 1                              | -            | -                | -                        | -                                     | -                                  | -  | 1            | -                  | -                        | -              |
| Administrator's Interpretation or Appeal           | 1           | -                | -               | -                     | -                            | -             | 1                              | -            | -                | 1                        | -                                     | -                                  | -  | -            | -                  | -                        | -              |
| Area Specific Plan/Amendments                      | 1           | 1                | 1               | -                     | 1                            | 1             | -                              | -            | -                | 2                        | 1                                     | -                                  | -  | -            | -                  | -                        | -              |
| Concept Plan                                       | 1           | 1                | 1               | -                     | -                            | -             | -                              | 1            | 1                | -                        | -                                     | 1                                  | 10   | -            | 1                  | 1                        | 1              |
| Condominium Plat (Final Plat)                      | 1           | -                | -               | -                     | -                            | -             | -                              | -            | -                | -                        | -                                     | 1                                  | 10   | 1            | -                  | -                        | -              |
| Cut & Fill Waiver                                  | 1           | -                | -               | -                     | -                            | -             | -                              | -            | 1                | -                        | -                                     | 1                                  | 10   | -            | -                  | -                        | -              |
| Development Agreement                              | 1           | -                | -               | -                     | -                            | -             | 1                              | -            | -                | -                        | -                                     | -                                  | -  | -            | -                  | -                        | -              |
| Final Plat   | 1           | -                | -               | -                     | -                            | -             | -                              | -            | -                | -                        | -                                     | 1                                  | 2  | 1            | -                  | -                        | 1              |
| General Plan Amendment                             | 1           | 1                | 1               | -                     | 1                            | 1             | -                              | -            | -                | 2                        | 1                                     | -                                  | -  | -            | -                  | -                        | -              |
| HPE Change or Abandonment                          | 1           | -                | -               | 1                     | -                            | -             | 1                              | -            | 1                | -                        | -                                     | -                                  | 1  | -            | -                  | -                        | -              |
| Ordinance (text Amendments)                        | 1           | -                | -               | -                     | -                            | -             | 1                              | -            | -                | -                        | -                                     | -                                  | -  | -            | -                  | -                        | -              |
| Planned Unit Development                           | 1           | -                | -               | -                     | -                            | -             | -                              | 1            | 1                | 2                        | -                                     | 1                                  | 10   | 1            | -                  | -                        | -              |
| Preliminary Plat                                   | 1           | -                | -               | -                     | -                            | -             | -                              | -            | -                | -                        | -                                     | 1                                  | 20   | 1            | -                  | -                        | -              |
| Replats (lot line, lot split, lot line Adjustment) | 1           | -                | -               | -                     | -                            | -             | -                              | -            | -                | -                        | -                                     | 1                                  | 2  | 1            | -                  | -                        | -              |
| Rezoning (Maps)                                    | 1           | -                | -               | -                     | -                            | -             | -                              | 1            | 1                | 2                        | -                                     | 1                                  | 10   | 1            | -                  | -                        | -              |
| Site Plan Review (vehicle sales only)              | 1           | 1                | 1               | -                     | -                            | -             | -                              | 1            | 1                | -                        | -                                     | 1                                  | 10   | -            | 1                  | 1                        | 1              |
| Special Use Permit & Amendments                    | 1           | 1                | 1               | -                     | -                            | -             | -                              | 1            | 1                | 2                        | -                                     | 1                                  | 10   | 1            | 1                  | 1                        | 1              |
| Temporary Use Permit                               | 1           | -                | -               | -                     | -                            | -             | -                              | -            | 1                | 2                        | -                                     | 1                                  | 5  | -            | -                  | -                        | -              |
| Variance   | 1           | -                | -               | -                     | -                            | -             | 1                              | -            | 1                | 2                        | -                                     | 1                                  | 10   | -            | -                  | -                        | -              |

1) Numbers in chart represent the quantity required for a complete submittal; dashed line denotes the item is not required for the type of application being submitted.

2) Refer to Submittal Requirements supplement for complete description of requirements.

3) Applicants wishing to make a PowerPoint Presentation to the Town Council must submit a copy of the presentation to their Town Case Manager one week prior to the scheduled date of the Town Council meeting. The Case Manager will include this information in the information packet that is provided to the Town Council prior to the meeting. A request to use Town video equipment to make a presentation at a Council meeting must be made not later than 48 hours prior to the meeting.